About 6,681 pages were typed during the period. The typed materials were forwarded to Indian Council of Historical Research along with subject lists.

MANUAL OF INDIAN ARCHIVES

Brief of the study reports of the record offices visited during 1975 were prepared and an Advisory Committee under the Chairmanship of Dr. Biseshwar Prasad, was set up to advice the Unit in the final selection of the materials to be incorporated in the proposed Manual. The Committee held its first meeting on 23rd September 1975 at the National Archives of India and approved the lay out and the detailed synopsis. As recommended by the Committee, the materials for the chapters is under compilation.

GUIDE TO THE RECORDS

Compilation of a "Guide to the Records in the National Archives of India" was continued during the period under review.

Information on the record series of the following Departments were collected during the period under review :-

(1) Home Department/Ministry of Home Affairs, (2) Foreign Department, (3) Office of the Private Secretary to Viceroy and its Successor Bodies, (4) Education, Health and Lands Department, (5) Reforms Office and (6) Bombay and Madras Governments and Strait Settlement Despatches.

LIBRARY

6,092 books were acquired and 12,111 titles were amalgamated during the period under report.

NATIONAL ARCHIVES OF INDIA, BHOPAL

Building: The construction work of two more floors (second and third) of the office building has been started.

Appraisal: 3,000 files pertaining to the Government of India, Department of Home, Proceedings; (Establishments 'A' Branch) (1908-1920) and 1,553 files belonging to the Government of India, Department of Commerce and Industry Proceedings of various branches (Weights and Measures; Leave; Pay; allowances; Statistics) (1865-1903) were examined and listed.

Research and Reference: Seven requisitions were received from Government agencies and four queries were attended to from private agencies.

Reference Media: During the period under report Reference Media of the following series of records were prepared: (i) Government of India, Department of Home, (Establishment 'A', 1908-1920) and (ii) Government of India, Department of Commerce, (Weights and Industry, 1865-1903).

Conservation: 1,26,768 sheets were paginated, 29,954 sheets flattened, 95 patch removed, 29,500 sheets minor repaired, 53,888 sheets repaired with tissue paper, 2,902 sheets hand-laminated, 20,753 sheets trimmed, 228 volumes bound, 679 volumes and 451 files checked and sorted out, 9,234 files stitched, 44 maps mounted and 1,075 volumes and 480 bundles fumigated.

Library: 43 books were acquired. A sum of rupees fifty thousand was sanctioned for the purchase of books etc.